

W a s h i n g t o n S t a t e
Office of the Insurance Commissioner
Functional Program Analyst 3
(Market Conduct Examiner)

Location:	Seattle, Washington
Recruitment Number:	06-OC-17-BB
Recruitment Type:	Open Competitive
Salary:	\$3,571 to \$4,570 per month (Range 55)
Posted:	June 08, 2006
Closes:	August 31, 2006, 5:00 p.m.

The Office of the Insurance Commissioner (OIC) is one of the smaller agencies in Washington State government. It operates under the direction of the State Insurance Commissioner, a state-wide elected official. The OIC has a workforce of approximately 200 employees who perform the agency's mission of consumer protection and regulation of the state's insurance industry.

The OIC values its employees and diversity in the workplace. We challenge our employees to continuously improve the way we do business and to meet and exceed the needs of our customers.

LOCATION

The Office of Insurance Commissioner is seeking qualified candidates for the position of Functional Program Analyst 3 (Market Conduct Examiner) in our Company Supervision Division, Market Conduct Program. This position is located in Seattle, Washington.

POSITION AND SCOPE

We are seeking an individual with investigative and analytical skills, who can work independently and has the ability to facilitate disputes and work with a diverse audience.

This position reports to the Chief Market Conduct Examiner, and independently performs professional examinations and evaluations of the operations of life and disability insurers, health care service contractors, or health maintenance organizations to ensure compliance with statutes and regulations relating to their conduct in the market place.

Travel is required in state and out of state for extended periods of time.

SPECIAL NOTE:

In accordance with Statute 48.02.090(5) RCW, employees of the Office of Insurance Commissioner are prohibited from having any interest, directly or indirectly, in an insurance company other than as a policyholder. This prohibition includes the receipt of renewal commissions.

DESIRABLE QUALIFICATIONS

A Bachelor's degree and two years of professional experience working for a health care service contractor, health maintenance organization, state insurance department or an insurance company.

Additionally, qualified applicants will have experience in one or more of the following areas: Underwriting medical and life insurance applications, processing life, health or disability claims, policy servicing of insurance contracts, internal auditing or rating.

COMPENSATION

The salary is \$42,852 to \$54,840 annually, depending on qualifications. Benefits include vacation and sick leave, 11 paid holidays, medical, dental, life insurance, retirement, and an optional deferred compensation plan.

APPLICATION PROCEDURE

The following is an examination of your experience and training (E&T). Please respond to the following questions. We will mail your score, but we cannot disclose your ranking on the list of job applicants.

YOU MUST RESPOND TO THIS TEST. Write your responses to this test on additional sheets of paper. Your score will be derived solely from your responses to the E&T examination questions. Number your responses to correspond with each item listed, place your name on all sheets, and attach the sheets to your completed State Application Form.

FAILURE TO PROVIDE SUFFICIENT INFORMATION IN THIS FORMAT WILL RESULT IN A BELOW-PASSING SCORE. NO ADDITIONAL INFORMATION WILL BE ACCEPTED AFTER RECEIPT OF YOUR APPLICATION.

1. This job includes the requirements listed in A - C below. If you are willing to accept all of these requirements as part of your work, answer "YES" to question #1. Only applicants who are willing to do all three are eligible for consideration of the position.
 - A. Work varied hours (not always 8am to 5pm) as needed to perform job duties.
 - B. Travel and stay overnight, often for extended periods.

- C. Refrain from having direct or indirect interest in an insurance company (including the receipt of renewal commissions), other than as a policyholder.

EDUCATION:

2. List college degree(s) successfully completed (B.A. or higher). Specify type of degree, school, date, and major subject area.

3. List any insurance related credentials you have achieved (A.I.E., C.I.E., C.L.U., C.E.B.S., F.L.M.I., C.P.C.U., etc.). Or, if you have not yet completed a course of study, you may list any individual courses completed (specify title and approximate date completed).

EXPERIENCE:

For each area below, list positions held in which you performed the work as part of your assigned duties. For each position, specify your title, employer, and number of months employed. Briefly describe the work you performed.

4. Professional work within the insurance industry interpreting laws, contracts, rules and procedures, and making independent judgments. Briefly describe any experience in:

- A. Underwriting
- B. Examining, evaluating, adjusting claims
- C. Marketing (i.e. company marketing representative or benefit consultant)
- D. Regulatory compliance
- E. Policy service or administration
- F. Other professional experience that gives you insight into insurance company operations

5. Professional investigative work involving conducting investigations, interviewing and recording statements, and criminal evidence and rules of evidence.

6. In a regulatory capacity, performing any of the activities below:

- A. Planning and coordinating examinations, audits, or investigations
- B. Analyzing and assuring compliance with legal contracts
- C. Writing findings and recommendations in a formal report

7. Working as a mediator or negotiator handling disputes and/or consumer related issues. Briefly describe typical projects and explain what you did.

Keep a copy of your application and these exam responses. You may be asked about them at the time of an interview.

E-mail is the preferred method of application process and will be used as the primary method of communication throughout this process.

E-mail application materials to recruitment@oic.wa.gov with a subject line of **06-OC-17-BB**. Candidates must submit all requested materials.

- The above listed examination of your experience and training.
- A letter of interest (no more than two pages) describing your skills and experience as they relate to the Desirable Qualifications outlined in this announcement;
- A [Washington State Employment Application](#) and the [Applicant Profile](#) form
- A list of three references, including one supervisor, with current telephone numbers and addresses.

If e-mail is not possible, please mail requested materials to the following address:

Human Resources
Attn: 06-OC-17-BB
Office of Insurance Commissioner
P. O. Box 40255
Olympia, WA 98504-025
Or Fax: (360) 586-2023
www.insurance.wa.gov/oic/jobs/

This announcement is published by the Washington State Office of Insurance Commissioner. The state of Washington is an equal opportunity employer with a commitment to supporting diversity in the workplace. Women, racial and ethnic minorities, persons over 40 years of age, and disabled and Vietnam era veterans are strongly encouraged to apply.

Persons with a disability, who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 725-7004. Applicants who are deaf or hard of hearing may call through the Washington Relay Service at 7-1-1.

*We ask you to voluntarily answer the **Applicant Profile** questions and return it with your completed application. We will treat this information as confidential. This page will be separated from your application and used by authorized personnel only.*